



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10006

ISSUANCE DATE: November 12, 2018
CLOSING DATE/TIME: November 27, 2018 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Education) FSN-11 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** 72030619R10006
- 2. ISSUANCE DATE:** November 12, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 27, 2018
no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Specialist (Education) - (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-11 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The position is located in the USAID/Afghanistan, Office of Education (OED). OED manages the Mission's education portfolio, which covers basic and higher education programs. OED is the primary liaison with the Ministry of Education (MoE), the Ministry of Higher Education (MoHE), and with bilateral and multilateral donor agencies such as World Bank, United Nations Children's Fund (UNICEF), United Nations Educational, Scientific and Cultural Organization (UNESCO), Department for International Development (DFID), Japan International Cooperation Agency (JICA), the Canadian aid agency, and other donors. In addition to these, the Office has liaison activities with other ministries and government entities, as appropriate. In 2018, the office manages 14 education projects that span in range from basic education to higher education projects to workforce development (including technical and vocational training). USAID/Afghanistan currently works with contractors, grantees and the Government of Islamic Republic of Afghanistan (GIROA) directly and through the World Bank to: construct and rehabilitate schools, print and distribute textbooks; train teachers; develop competencies; build the capacity of MoE and MoHE at different levels to improve systems and transparency, strengthen and link community-based schools with the formal school systems; improve early grade

reading; increase the enrollment of students at the different levels of the education system, develop the capacity of youth; increase private sector engagement in education, as well as a host of other activities.

The incumbent provides technical, programmatic, financial and management assistance to USAID/Afghanistan under a personal services contract. The incumbent serves as Project Management Specialist for education and assists the Mission in implementing the Agency's sector-wide education activities in Afghanistan. The incumbent has daily responsibility for managing and coordinating projects and activities with other USAID project managers, as well as with officials in the MoE, MoHE as well as with other ministries associated with implementation of education projects and activities, the U.S. Interagency, and other appropriate international agencies with offices in Afghanistan.

2. Statement of Duties to be Performed

Expert Technical Leadership and Reporting

The incumbent serves as a senior Afghan national in the technical areas of education in Afghanistan. The incumbent provides expert advice to Mission management and U.S. interagency staff, implementing partners and the host government on education programs, projects and activities. Based on tangible evidence the incumbent advises OED leadership on USAID's interventions related to the specific programs such as early grade reading, teacher training, community based education; girls' education; private sector partnership and engagement in the education sector; tertiary and higher education; improvements in access and quality of education; education management reforms, etc. The incumbent advises and recommends strategic plans, project and activity designs and implementation approaches that address the needs of Afghanistan within the USAID's education priorities and goals.

The incumbent serves as Agreement Officer's Representative and/or, Contracting Officer's Representative (AOR/COR), and work on On-Budget Monitoring activities for one or more projects/activities that he/she will be assigned on. Given OED's current portfolio, these awards are large in nature (\$50-80 million) and require a keen ability to manage a complex and dynamic project implementation environment. The incumbent works closely with field on-site monitors and/or with Mission third party monitors to collect data required for reporting. As required, the incumbent represents USAID/Afghanistan as Project Management Specialist in meetings with project implementing agents, contractors, grantees, NGO's etc. and provides expertise to senior USAID/Afghanistan officials. The incumbent provides technical/programmatic support to short-term consultants including project updates; provide documentation and briefings, and accompanying consultants in meetings with Government of Afghanistan officials and USAID -funded partner meetings.

The incumbent also makes recommendations on how projects/activities operate to bring about efficient and effective results to optimize the impacts from USAID investments in education in Afghanistan. The incumbent advises and recommends to implementing partners on ways to expedite implementation of activities and achievement of key results. The incumbent also advises GIRA on project/activity

sustainability and facilitates smooth working relationships with the host government at various levels of administration, including the Minister or the Deputy Ministers and senior officials of MoE and/or MoHE.

The incumbent provides keeps electronic and hard-copy program documents; compose and regularly update program and project briefers, success stories, etc. Incumbent respond to calls for financial and programmatic data from within and outside USAID; coordinate/draft office correspondence related to the education portfolio and provide logistical and administrative support for short-term consultants including assistance before, during and after consultancies.

The incumbent provides expert customer service to clients seeking information about USAID-funded education activities, drafts and regularly update program and project briefers, success stories, and other program information. Respond to calls for financial and programmatic data from within and outside USAID. Recipients of such reporting could include but are not limited to USG and the Interagency, GIRA, other donor agencies.

The incumbent participates in review missions of education programs, portfolio reviews and project proposals which involve institutional policy issues, indicating strengths and weaknesses of proposals, and seek ways to improve institutional arrangements and structures in order to promote growth and development of basic and higher education. Proposes necessary program methods, approaches, and extend, revise and adapt existing methodology to new and unusual situations, in relation to the application of educational technology, and capacity building of host country educational institutions and universities; the social, cultural, economic, governmental, political, and other characteristics of the programs/projects affect the administration and management of the programs to such a degree that significant program activities must be specifically designed and modified to accommodate them. Incumbent participates in education assessments; present and defend positions, as required, before strategy reviews.

Project Implementation and Program-Cycle Management

The Incumbent backstops and provides detailed follow-up to USAID-funded project activities, as part of the program cycle – strategy development; project and activity design and implementation; and monitoring, evaluation and learning. This includes internal acquisition and assistance documents, taskers and any other official documentation/correspondence, and action memos. The incumbent provides financial, administrative and project management oversight on behalf of USAID/Afghanistan for specific education projects, as assigned. This will include project design and closeout, as well as management of the complete obligation, earmark, commitment, disbursement and accrual process; travel within Afghanistan, to monitor education project activities and develop travel and site visit reports, as appropriate.

The incumbent organizes and maintains OED official project files and documents according to Agency guidelines and mission requirements, provides financial information on education projects, including provincial expenditures, pipeline information, etc. on a quarterly basis or when requested. Manages projects/activities from inception to completion, and is responsible for all facets of project design and

development, including information gathering, needs assessments, feasibility studies, drafting of concept papers and scopes of work, project budget formulation, and evaluation of bids for major projects and programs.

The incumbent coordinates all correspondence and document management between USAID/Afghanistan, project/activity implementing agencies, the MoE and MoHE and other organizations regarding education issues and challenges as they arise, and as necessary responds to inquiries and maintains coordination with other education stakeholders who are engaged in similar activities. Prepares for and coordinates meetings with the MoE, MoHE, regional representatives for World Bank, UNICEF, UNESCO, DFID, Japan International Cooperation Agency (JICA), and other international donor agencies as assigned. Ensures coordination of assigned USAID education program activities with all other organizations are met.

The incumbent coordinates with implementing partner or stakeholder staff for assigned activities and projects. Coordinates with contracting and contracted personnel to drive projects/activities to completion. Reviews proposals/requests for approval in association with host country counterparts, determines their suitability for project financing; performs all functions related to new education project design/development in order to orient project focus in priority areas and areas of emerging needs. The incumbent conducts directly, as a member of a team and with/without staff support, technical analysis; develops cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment. The incumbent manages the schedules of projects/activities as a representative of USAID in Afghanistan.

The incumbent drafts necessary documentation and leads reviews related to project amendments, project contracting, standard USAID reports, and project outreach and communication. The incumbent participates in the review of contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA) and provides guidance to and oversight of contractor actions concerning project/activity procurement and the use of project/activity funded assets.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

Day to day supervision is received from the OED Basic or Higher Education Team Lead. Employee is expected to work independently after receiving general guidance, to exercise initiative in identifying tasks that need to be accomplished and to develop approaches and methodologies.

4. Supervisory Controls

At least one local staff (FSN-10)

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in Education, Education Administration or Business Administration, International Affairs/Policy, International development, Communications and/or Economics is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** The incumbent must have a minimum of five (5) years of progressively responsible experience in education program administration or managing and/or designing education projects and implementation, reporting systems, monitoring and evaluation for governmental institution, public/private organization, bi-lateral/multilateral international organization or diplomatic mission or international donor organization that requires operational understanding of MoE and MoH E structure and education development issues. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** An expert understanding of the development challenges, opportunities, institutional-legal environment of the education sector in Afghanistan is required. Demonstrated expertise and experience in working with the MoE and/or MoH E and the Government of Afghanistan operations, national strategies; a strong knowledge of office and project administration with a working knowledge of the concepts, principles, techniques and practices of education is required. The incumbent must have a good

knowledge of bi-lateral or multilateral international organization project management, including financial reporting systems, as well as an understanding of education and development issues. Familiarity with and experience of working with the government officials or officials of donor/private sector organizations/companies is needed.

- e. **Skills and Abilities:** The incumbent must have the ability to establish and maintain constructive working relationship with colleagues in USAID/Afghanistan, the U.S. Embassy, USAID contractors, other sector specialists and other U.S. and Afghan government organizations is required. The incumbent must have the ability to establish and maintain contacts with counterparts in relevant host government and private sector organization.. The ability to obtain, evaluate and interpret factual information and to prepare accurate and complete reports is required. The ability to recognize significant developments and trends reflected from collected data and bring them to the attention of the Education Team Leader is required.

III. EVALUATION AND SELECTION FACTORS

- Work Experience 30 points
- Knowledge 30 points
- Skills and Abilities 40 points
- Maximum Points: **100 points**

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Project Management Specialist (Education) FSN-11 (72030619R10006).**

Offers must be received by the closing date and time specified in **Section I, item 3**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. 25% Unique Conditions of Work Allowance (UCWA)**
- b. Defined Contribution Plan (DCF) 12% of the base salary**
- c. Transport Shuttle Service to Female Staff Only**

- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.**-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.